

I. INTRODUCTION

This position is located in a Division of the Agricultural Marketing Service. AMS has responsibility for inspection and grading services, standardization, market news, regulatory programs, marketing agreements and orders, management services, and related programs assigned to the Agency.

The employee performs general clerical and typing assignments for an assigned organizational unit.

II. MAJOR DUTIES

Types a variety of materials from longhand or typed rough draft into final format. Typed information may include terms and phrases related to the field of agriculture. The incumbent is responsible for correct format, punctuation, spelling, grammar, etc. The typing may be done on an electric typewriter, microcomputer, or other office keyboard equipment.

Maintains a variety of files and records with responsibility for properly filing materials by subject matter.

Receives incoming telephone calls and personal visitors. Typical telephone calls are from the local, regional or national office levels. Provides information relating to the activities of the office.

As required, maintains office supplies and prepares requisitions; performs duplicating services; and assists with office time and attendance reports.

Prepares non-complex reports and forms in accordance with prescribed formats.

III. FACTORS

Factor 1. Knowledge Required by the Position Level 1-2, 200 points

Skill in operating a typewriter, microcomputer, or other keyboard equipment. A qualified typist is required. Knowledge of grammar, spelling, capitalization, punctuation, and common terms used in the office needed to type a variety of material from rough draft and written material.

Knowledge of the office filing systems in order to file or locate information. Knowledge of office organization to route visitors and phone calls. Knowledge of office functions and procedures to provide non-technical information.

Factor 2. Supervisory Controls

Level 2-1, 125 points

The supervisor provides general guidance and instructions on priorities and deadlines for assignments. The employee receives instructions for new assignments, but completes routine tasks independently.

When problems arise or action requires deviations from the normal methods and procedures, the employee receives further guidance. Completed work is spot-checked for compliance with procedures, completeness, and accuracy.

Factor 3. Guidelines

Level 3-1, 25 points

Specific written guidelines are available for reference purposes, including dictionaries, correspondence manuals, written office guidelines, and Agency, Department, Division, and Branch instructions. The employee is directed to the appropriate references to cover specific situations. All deviations from guidelines must be authorized by the supervisor.

Factor 4. Complexity

Level 4-2, 75 points

Material is typed into final form from rough draft, written material, or handwritten notes. Typing involves specialized terminology related to the organizational unit and a variety of formats. The incumbent is responsible for grammar, spelling, capitalization, and punctuation, and assures proper format and distribution. Assignments consist of a series of related clerical tasks and actions differ with the requirements of each originator, such as correcting spelling and grammar errors.

Factor 5. Scope and Effect

Level 5-1, 25 points

The accuracy and timeliness of the completion of the assignments contributes significantly to the efficiency and effectiveness of the daily operations of the office. The incumbent produces typed material in the proper, error-free, final form.

Factor 6. Personal Contacts

Level 6-2, 25 points

Contacts are with employees in the organizational unit and office visitors and callers, and employees in other government agencies.

Factor 7. Purpose of Contacts

Level 7-1, 20 points

Contacts are for the purpose of receiving assignments, taking and relaying messages, and directing callers and visitors.

Factor 8. Physical Demands

Level 8-1, 5 points

The work is sedentary. There may be some walking, standing, bending, and carrying of light items, such as paper and books.

Factor 9. Work Environment

Level 9-1, 5 points

The work is performed in an office setting.

TOTAL POINTS 505